

Welcome House Raleigh

Job Description – Night Host

Ministry Statement

Welcome House Raleigh (WHR), located on Lead Mine Road in Raleigh, NC is a ministry of Cooperative Baptist Fellowship of North Carolina (CBFNC). It is a hospitality ministry that provides temporary housing for refugees and immigrant clients of refugee agencies and their sponsors. The role of Night Host is to provide a safe, welcoming daily oversight of guests and volunteers between the hours of 9 pm and 9 am.

WHR Night Host (NH) is a volunteer staff position. The NH must follow all guidelines of the ministry and its parent organization, CBFNC. This includes the CBF volunteer vetting process. The NH participates in WHR staff meetings. The NH reports to the WHR Director.

Night Host General Responsibilities

All guests are clients of sponsoring agencies. The sponsor has full responsibility for their clients. WHR provides safe, clean, and welcoming accommodation for the sponsor's client. Guests are required to follow WHR Guidelines during their stay. Lack of adherence may result in the agency removing their client from the house. The following are general responsibilities of the NH.

1. Provide Christian hospitality and welcome.
2. Encourage community among guests and volunteers.
3. Provide a safe environment. Including child protection and Fire Escape plans.
4. Oversee appropriate house use and cleanliness according to WHR Guidelines.
5. Provide intake and exit process with guests and caseworkers.
6. Other duties as determined by the Director.

Compensation

The Welcome House Raleigh Night Host is a volunteer position. The position includes room, utilities and WIFI. Days off should be scheduled with the Director. A NH will be eligible for one 7-day week vacation after 6 months of employment. At least two weeks' notice should be provided for approval.

Applications

The Welcome House Raleigh Night Host should be a person called by God to serve God's Kingdom through the mission and ministry of Christian hospitality, comfortable with communal living and trained in or having equivalent cross-cultural experience in relationships. Interested candidates should contact Marc and Kim Wyatt at wyatt@cbf.net